

Comparisons of Job Characteristics

Focus Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Associated Occupation: Education Administrators, Postsecondary (11-9033)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Associated Occupation: Education Administrators, Postsecondary (11-9033)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Customer and Personal Service	11.3	18.4	19.9	0	Current knowledge level may be sufficient
English Language	11.2	18.3	20.8	>	Current knowledge level is likely sufficient
Education and Training	9.2	17.0	22.6	>>	Current knowledge level is likely more than sufficient
Administration and Management	8.4	16.0	18.0	>	Current knowledge level is likely sufficient
Psychology	6.4	14.6	14.1	0	Current knowledge level may be sufficient
Personnel and Human Resources	5.6	14.1	14.7	0	Current knowledge level may be sufficient
Therapy and Counseling	3.8	13.6	11.8	<	Expanded education and/or training may be required
Sociology and Anthropology	4.1	12.1	11.4	0	Current knowledge level may be sufficient
Communications and Media	5.3	10.2	11.7	>	Current knowledge level is likely sufficient
Philosophy and Theology	3.2	8.4	9.9	>	Current knowledge level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 95

Focus Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Associated Occupation: Education Administrators, Postsecondary (11-9033)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Monitoring	9.9	13.9	14.8	0	Current skill level may be sufficient
Judgment and Decision Making	9.4	13.6	14.6	0	Current skill level may be sufficient

Time Management	8.9	13.5	12.2	<	A higher skill level may be required
Coordination	9.1	13.2	13.9	0	Current skill level may be sufficient
Instructing	7.8	13.2	13.2	0	Current skill level may be sufficient
Social Perceptiveness	9.1	12.9	14.3	>	Skill level is likely sufficient
Management of Personnel Resources	6.9	12.8	14.2	>	Skill level is likely sufficient
Service Orientation	7.9	12.2	10.8	<	A higher skill level may be required
Negotiation	6.8	11.8	11.4	0	Current skill level may be sufficient
Persuasion	7.4	11.4	11.5	0	Current skill level may be sufficient
Systems Analysis	6.5	10.7	11.2	0	Current skill level may be sufficient
Systems Evaluation	6.4	10.7	12.3	>	Skill level is likely sufficient
Management of Financial Resources	3.3	9.2	10.6	>	Skill level is likely sufficient
Management of Material Resources	3.7	8.9	8.7	0	Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 98

Focus Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Associated Occupation: Education Administrators, Postsecondary (11-9033)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	16.0	16.2	0	Current ability level may be sufficient
Oral Expression	12.4	16.0	16.5	0	Current ability level may be sufficient
Written Expression	9.8	15.7	15.0	0	Current ability level may be sufficient
Written Comprehension	11.0	15.4	15.1	0	Current ability level may be sufficient
Speech Clarity	10.2	14.3	13.3	0	Current ability level may be sufficient
Inductive Reasoning	10.2	14.2	13.2	0	Current ability level may be sufficient
Problem Sensitivity	11.1	14.0	14.2	0	Current ability level may be sufficient
Fluency of Ideas	7.6	13.0	12.8	0	Current ability level may be sufficient
Originality	7.6	11.6	12.8	>	Current ability level is likely sufficient
Memorization	5.6	8.5	7.6	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 99

Focus Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Associated Occupation: Education Administrators, Postsecondary (11-9033)

Work Activities	Exclusivity of Activity
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Administer educational institutions	99
Analyze operational or management reports or records	62
Analyze organizational operating practices or procedures	70
Analyze survey data to forecast enrollment changes	95
Assign work to staff or employees	30
Conduct or attend staff meetings	47
Coordinate employee continuing education programs	81
Coordinate instructional outcomes	92
Develop budgets	56
Direct and coordinate activities of workers or staff	3
Establish educational policy or academic codes	95
Establish employee performance standards	69
Evaluate information from employment interviews	72
Evaluate performance of employees or contract personnel	54
Explain rules, policies or regulations	48
Hire, discharge, transfer, or promote workers	47
Interview job applicants	69
Maintain group discipline in an educational setting	77
Make presentations	13
Motivate workers to achieve work goals	85
Orient new employees	59
Oversee execution of organizational or program policies	49
Oversee site-based school management	95
Recommend personnel actions, such as promotions, transfers, and dismissals	72
Resolve problems in educational settings	92
Use conflict resolution techniques	56
Use interpersonal communication techniques	10
Use interviewing procedures	23
Use public speaking techniques	13
Use teaching techniques	29
Use time management techniques	92
Write public sector or educational grant proposals	87

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 87

Focus Occupation: Education Administrators, Elementary and Secondary School (11-9032)
Associated Occupation: Education Administrators, Postsecondary (11-9033)

Tools and Technologies	Exclusivity
Business function specific software	1
Computers	1
Content authoring and editing software	1
Data management and query software	1

Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.